



**APPLICATION  
DEADLINE:  
February 9, 2018**

### **Greening the Gateway Cities Coordinator**

Growing Places, a grassroots nonprofit organization based in Leominster, MA, seeks self-motivated individual who loves working with people, is passionate about the benefits of planting trees and is committed to environmental justice, to join our team.

### **Organization Description**

Growing Places (GP) works to inspire and connect North Central MA residents to create equitable access to healthy food through education, collaboration and sustainable practices. We are excited to be able to expand our work to create access to free shade trees in low-income communities in Leominster in an effort to promote environmental justice.

### **Position Description**

The GGC Coordinator will work under the supervision of the Executive Director and implement outreach activities to promote the Leominster based Greening the Gateway Cities program. This effort seeks to install 800 shade trees in targeted neighborhoods in Leominster this year and is supported through the MA Executive Office of Energy and Environmental Affairs.

### **Primary Position Responsibilities**

- Lead outreach efforts for the GGC in targeted neighborhoods in Leominster including, communicating with property owners, designing and scheduling social media content, and distributing print materials, lawn signs and banners
- Engage with residents, city leadership and local organizations
- Work with DCR foresters to engage in door-to-door canvassing to inform residents of the program
- Represent Growing Places at community events where the GGC can be promoted
- Develop and distribute outreach materials for the GGC
- Develop and implement Adopt-A-Tree programs including educational opportunities related to trees and/or environmental stewardship
- Plan and implement an Arbor Day celebration

### **Position Qualifications**

- High school diploma or equivalency required; college degree preferred
- Experience with outreach, marketing, canvassing and/or event planning
- Familiar with tree species identification
- Passion for environmental justice
- Strong communication skills
- Ability to work independently and as part of a team
- Computer skills required – general Internet, Outlook, Microsoft Word and Excel proficiency
- General social media skills
- Excellent customer service/people management skills
- Excellent communication skills, written and verbal
- Spanish speaking a plus.

This is a part-time position. Weekly hours will vary between 10-15, with the potential to increase to 20-30, dependent on funding. Applicants must be available to work some weekends and weekday evenings.

**Application Process:** Interested applicants should send a cover letter and resume to [employment@growingplaces.org](mailto:employment@growingplaces.org) with the subject: GGC Coordinator, as soon as possible, and no later than February 9th.